

Shared Leave Donation

Transaction Code:
PA30

Purpose Use this procedure to maintain shared leave for both the Donor and the Recipient.

Trigger Perform this procedure when one employee is donating shared leave to another employee within the same agency.

Prerequisites

- Absence Quota balance exists for the donating employee.
- If the donating employee would like to donate their Personal Holiday, it must be converted into an hourly amount first.
 - See the procedure ***Personal Holiday Convert into Hours***.
- Both employee's have eligibility established.
 - See the procedure ***Shared Leave Establish Eligibility*** procedure.

End User Roles Payroll Processor, Leave Corrections Processor










Change History	Change Description
8/26/2006	Updates
4/28/2009	Screen shots updated to match current system.
5/6/2009	Steps on running Time Evaluation added (12-19)

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

Helpful Hints	Payroll Processors and Leave Corrections Processors will use the Attendance System Change Report (ZHR_RPTTM084) to verify received, donated and returned quota balances.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.


Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.

The screenshot shows the SAP HR Master Data Maintenance (PA30) screen. The top menu bar includes HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. The title bar reads "Maintain HR Master Data". The left sidebar shows a "Find by" dropdown with options: Person, Collective search, Search Term, and Free search. The main area displays employee data for Personnel no. 40000132, Name COINS CLAIRE, PersArea 5400, Employment Security Dept, EEGroup 0 Permanent, PSubarea 00FT, Agencywide, EESubgroup 05, H-OT Elig>40hrs/wk, and Status Active. Below this are tabs for Basic Personal Data, Payroll, Benefits, Time Recording, and Addtl. Personal Data. The Time Recording tab is active, showing a list of infotypes with checkboxes for selection. The Period section on the right allows selecting a date range for the transaction.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no	R	The employee's unique identifying number.  Enter the donor's personnel number Example: 40000132

3. Click  (Enter) to validate the information. Verify you have accessed the correct employee record.
4. Click the **Time Recording** tab to select.

5. Enter the date of the donation.





If a date is not entered on this screen, the system will not display the **donor's** current quota balance.



6. Select the blue box to the left of **Absence Donation Administration US** to select

- 7.

8. Click (Create) to donate leave to the RECIPIENT of shared leave. Select **0001 Donation/Return** from the pop up window

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Abs. quota type	R	<p>It is a specific absence quota that is being donated by the Donor.</p> <p> If an employee would like to donate their Personal Holiday, it must be converted into an hourly amount first. See the procedure Personal Holiday Convert into Hours.</p> <p>Example: Annual Leave</p>
Number/Unit	R	<p>Enter the number of hours that are being donated to the recipient.</p> <p>Example: 75</p>
Personnel no.	R	<p>The employee's unique identifying number.</p> <p> Enter the Recipients personnel number</p>

		Example: 40000200
Amount Related	R	<p>Check this box.</p>  If the amount related box is not checked, the base rate (salary/hourly amount) will not be considered into the hours calculation of Shared Leave. The system will donate the actual hours entered rather than calculate the base rate of each employee.
Employee	R	Check this radio button
Target Abs. quota	R	<p>This is the Absence Quota (Leave Type) that an employee donates to (Shared Leave Quota) or receives back (the quota type that was donated).</p>  Always select Shared Leave. <p>Example: Shared Leave</p>

Infotype Edit Goto Extras System Help

Create Absence Donation Administration US(0613)

Personnel No 40000132 Name COINS CLAIRE

EE group 0 Permanent Personnel ar 5400 Employment Security Dept

EE subgroup 05 H-OT Elig>40hrs/... SSN 501-50-5082 Status Active

Start 04/28/2009

Absence Donation Administration US

Abs.quota type 31 Annual Leave/Vacation (...)

Number/Unit 75.00 Hours

☐ Home Pool

Home Pool ID

☐ Foreign Pool

Foreign Pool ID

☒ Employee ☒ Amount Related


Personnel no. 40000200 KORZE JOZICA

Target Abs. quota 41 Shared Leave

☐ External Recipient

Ext. Person

Absence Quota Type


10. Click  (Enter) to validate the information.


11. Click  (Save) to save.



To establish the Shared Leave quota balance for the **recipient** run the **Time Evaluation (ZT60)**

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the recipients personnel number</p> <p>Example: 40000200</p>

13. Click  (Execute) to run the **Time Evaluation**.

Log Edit Goto View Settings System Help

Display Log Tree

Log: Time Evaluation

- General data
 - Successful personnel numbers
 - Personnel numbers with errors
 - Personnel numbers ended early
 - Personnel Numbers Rejected
 - Messages
- Statistics
 - Selected personnel numbers 1
 - Successful runs for 1
 - including with errors 0
 - Processing not completed for 0
 - Rejected 0
 - Total number of messages and error messages 0



To verify the **Recipients** Shared Leave quota balance, access their **Absence Quotas (2006)**

14. Enter **/NPA20** into the command field:

HR master data Edit Goto Extras Utilities Settings System Help

Display HR Master Data

Personnel no. 40000200

Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E..

Planned Working Time ✓

Absences

Absence Quotas

Attendances

Attendance Quotas

Quota Corrections

Substitutions

Time Quota Compensation ✓

Overtime

Period

Period

From 01/01/1800 To 12/31/9999

Today Curr.week

☒ All ☐ Current month

☐ From curr.date ☐ Last week


☐ To Current Date ☐ Last month


☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype Absence Quotas STy 41 Shared Leave

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	<p>The employee's unique identifying number.</p> <p> Enter the recipients personnel number</p> <p>Example: 40000200</p>

15. Click the **Time Recording** tab to select.
16. Select the blue box to the left of **Absence Quotas** to select.
17. Select the ☒ **All** to view all records created.
18. Enter quota type **STy 41 Shared Leave** to narrow the search results.
19. Click  (overview) to display all records.

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 40000200 Name KORZE JOZICA

PersArea 5400 Employment Security Dept EEGGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 01/01/1800 To 12/31/9999 STy. 41

Absence Quotas

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
04/28/2009	04/28/2009	41	Shared Leave	04/28/2009	12/31/9999	90.01000	0.00000



Our donor donated 75 hours of annual leave to our recipient, yet the recipient has a total of 90.0100 hours listed in the number column. This indicates that the donor base rate is greater than the recipients. HRMS converts hours based on each employees' base rate.

If the **Amount Related** box is left unchecked on the *Absence Donation Administration (0613)* the system will donate the actual hours entered rather than calculate the base rate of each employee.

20. You have completed this transaction.

Results

You have donated shared leave from one employee to another within the same agency.